



TOWN OF HERNDON Parks and Recreation Department Regulations for Birthday Parties Application and Contract

Thank you for considering the Herndon Community Center and the Town of Herndon Parks and Recreation Department for your birthday party. Our staff is available to help ensure an enjoyable, safe, and economical event.

This document includes general information, rules, rental application & contract.

Policies & Procedures

1. Submission of an application does not guarantee birthday party. Please allow up to 5 business days for approval. Notification of approval status will be made by mail or e-mail. Applications will be considered on a first come, first served basis. Following notification, reservations are officially confirmed upon receipt of the security deposit. Reservation is not valid unless approved and all fees are paid in full.
2. Applications for parties must be made only by an adult 18 years or older. Identification will be required when dropping off application.
3. All damages, accidents and emergencies are to be reported to the Building Supervisor immediately. The Building Supervisor on duty will document all accidents and damages on a Town of Herndon incident report.
4. Children must be supervised at all times. Children should remain in the party rooms, and should not be playing in the lobby, hallways, other rooms or in the vending area.
5. For every five children at least one chaperon will be required while in the center. **For The Pool:** every three children under the age of six must have at least one adult (aged 18 and older) in the water with them.
6. Pool use is not exclusive and will be held only during open swim times.
7. All rentals must follow the Herndon Community Center rules, policies and directions given by Herndon Parks and Recreation staff. Failure to follow directions may result in immediate termination of the event. Refunds will not be given if the event is terminated.
8. Upon arrival, the person whose name appears on the Birthday Party Application and Contract must identify themselves to the Building Supervisor and be present and in the building during the entire rental period.
9. Decorations and signs may be placed on the walls, or floors if adhered only with painters' tape. Decorations may not be secured with staples, nails, screws, glue, tacks or any other type of tape. Decorations may not be attached to the ceiling or ceiling tiles. Birthday candles are permitted. No other open flame is permitted in the building.
10. Time extensions or changes will not be granted on the day of the event. It is important to end your function on time to allow for proper clean up and inspection in order to avoid forfeiting your deposit. Renter will need to follow all times on the application & contract.
11. Payment is accepted in cash, by check made out to the Town of Herndon or credit/debit card (VISA, MC, AMEX or Discover). Checks will not be accepted within 30 days of the party.
12. Payment in full is required within 14 days of the party date.

Phone: 703-435-6868
Fax: 703-318-8652
Herndon-va.gov

Herndon Community Center
814 Ferndale Avenue
Herndon, VA 20170



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13. A \$40 deposit is required to be paid in full within 3 days of being notified your application has been approved. All damage and other outstanding charges due will be charged against the security deposit. The remainder of the deposit will be refunded to the renter after the party. If the deposit is insufficient to cover damages, time, or other outstanding charges you will be billed the difference.
14. The security deposit will not be refunded if the rental is cancelled by the renter within 30 days of the rental date. No refunds will be issued if the event is cancelled within 14 days of the rental date.
15. All rentals are subject to cancellation by the Herndon Community Center. If the rental is cancelled any time prior to the event by the Herndon Community Center, a full refund will be issued. If the rental is terminated early for failure to abide by the terms and conditions of this contract or failure to follow the rules of the Community Center, a refund will not be issued.
16. All individual belongings must be removed from the party room at the end of your party. The Herndon Parks and Recreation Department will not store any belongings or be responsible for lost or stolen items.
17. No more than 35 people are allowed in the Party Room at one time. All other attendees will be asked to leave. Maximum number in party room can change depending on room assigned.
18. If additional food is brought in, the parent/chaperon is responsible for all paper goods and utensils. Games and/or activities are the sole responsibility of the parent/chaperon and are not included in the reservation.
19. It is important that the renter arrive no more than 10 minutes prior to your party and are prompt in clearing the room.

COMMUNITY CENTER RULES

1. No alcoholic beverages or any person under the influence of alcohol are permitted on the property during the community center operating hours. (Anyone found under the influence of alcohol and any other drugs must leave the premises).
2. Smoking is not permitted in the Community Center.
3. Hallways and entrances must be left clear of obstructions and should be accessible at all times.
4. Shirts and shoes are required in all areas of the Community Center except the pool area.
5. Animals are not permitted inside the Center except service animals with their handler.
6. Bicycles are to be parked only in the designated area.
7. Skateboarding, roller blades and biking are prohibited in the Center.
8. Betting or gambling is prohibited in the Center.
9. Abusive, profane, threatening, indecent language, attire and behavior are prohibited.
10. Person or persons will be held financially responsible for any damage to the building, equipment, furnishings or grounds of the Community Center.
11. Playing or climbing the gymnastic or other gym equipment is not permissible.
12. No running or bouncing balls in the hallways.



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13. Parents or guardians who have children attending events will be held accountable for the actions of their children. Children must be under adult supervision at all times.
14. No one should be paged at the Community Center unless it is an emergency.
15. No loitering.
16. All personal articles are the responsibility of the renters and guests. The Parks & Recreation Department will not accept any responsibility of any articles lost or stolen.
17. Accidents involving injuries should be reported to the Parks & Recreation Department staff immediately.

Swim Party Information

Parties are priced for 15 kids or less. There is an additional charge for additional children. A \$40.00 Deposit will be required for all parties.

Enjoy 75 minutes of swimming in our indoor pool. Play in the shallow end with our pool equipment or have fun on the diving board.

Just the Basics Party Package \$145

- 75 minutes for swimming
- 1 hour in the party room
- Additional child cost: \$8/child

Party Plus Package \$175

- 75 minutes for swimming
- 1 hour in the party room
- Plus: drinks, table covering, plates, napkins, and utensils.
- Additional child cost: \$9/child

Please select Basic or Plus Party

Basic Swim Party ()

Swim Plus Party ()

Date of Party: _____

Swim or Play Time: _____ to _____

Party Room Time: _____ to _____

Number of children: _____

Number of adult chaperones: _____

Birthday Child's Name: _____

Child's DOB: _____

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Liability

In consideration of being allowed to utilize the equipment and facilities referenced above, in addition to the payment of any fee, I hereby agree for myself, my heirs, my executors, administrators and assigns to waive all claims against, release, indemnify, defend, and hold harmless the Town of Herndon, its officials, supervisors, employees, instructors and agents (the "town") from any and all claims or liabilities for any injuries, disability, death, loss or damage to person or property, however caused, arising out of or connected with my use of the facilities and waive my ability to bring any legal action against the town.

As the renter, I hereby assume full responsibility for the acts and conduct of all persons admitted to said premises, or to any portion of the Community Center by my consent, or by or with consent of, or any person acting on my behalf. I agree to maintain order and protect persons and property.

The individual signing the contract will be responsible for all fees and damages.

PLEASE READ:

I have received a copy of, read, understand, and agree to abide all provisions established by the Town of Herndon's Parks and Recreation Department Rental Regulations for Birthday Party Use Application and Contract. I will comply and accept responsibility for the actions of each person in my group.

Signature: _____ **Date:** _____

Please Print Name Mr. ☐ Mrs. ☐ Ms. ☐ _____

Email _____ **Date of Birth** _____

Phone Number _____ **Alternate Phone Number** _____

Address of Applicant _____
(Street) (Apt #) (City) (State) (Zip Code)

****Approval is conditional upon payment of the security deposit. ****

FOR OFFICE USE ONLY

Deposit Received by: _____ Amount: \$ _____ Date: _____

Balance Received by: _____ Amount: \$ _____ Date: _____

Identification Checked by: _____ Date: _____

The above application has been reviewed and is: Approved _____ Not Approved _____

Manager's Signature _____ **Date** _____

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